

Hall of Records
Commission

REQUEST FOR RECORDS RETENTION SCHEDULE
To be Submitted to the Records Management Division
Hall of Records Commission

SCHEDULE
NO. **C-152**
PAGE
NO. **1.**

Requesting Agency

ALLEGANY COUNTY

2. Division or Bureau of Requesting Agency

CLERK OF THE CIRCUIT COURT

3. Authorization Requested (Check only one of the squares below).

☐ **A** Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

☒ **B** Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

☐ **C** Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4.
Item
No.

5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation of Hall of Records and Board of Public Works.

1. CONDITIONAL CONTRACTS OF SALE

Size: Folded papers

Dates: 1953 - -

Quantity: 10 cubic feet

File Arrangement: By number assigned on receipt of contract

Disposable Amount: 4 cubic feet

Prior to 1959, the recording of Conditional Contracts of Sale in Allegany County was regulated by the provisions of Chapter 670, Acts of 1953 which required that such contracts, received for recording, be numbered and stored in numerical sequence, and that the vendee's name be recorded in the Conditional Contracts of Sale Index with reference to the number assigned to the contract. It was also provided in the Act of 1953 that the original contracts could be destroyed three years after recordation. By Act of the General Assembly, 1959 (Art. 21, Sec. 67, Annotated Code of Maryland, 1957 edition as amended) the retention period for the original Conditional Contracts of Sale was extended to five years on a statewide basis.

RECOMMENDATION: RETAIN FOR FIVE YEARS AND THEN DESTROY.

APPROVED
HALL OF RECORDS COMMISSION

7. Agency, Division or Bureau Representative

Clerk of the Circuit Court
For Allegany County
Cumberland, Maryland

Signature

Title

Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

Date

Archivist

Date

Secretary

12/5/1960

Morris S. Radloff

DEC 15 1960

Richard H. H. H.